



City of Torrance, Community Services Department Ceremony Permit Request

Application for Ceremony Use at Miramar Park

PLEASE COMPLETE AND RETURN TO:

City of Torrance
Community Services Department/Facility Booking Office
3031 Torrance Boulevard, Torrance, CA 90503
Phone (310) 618-5982 • Fax (310) 781-7598

NOTE TO APPLICANT: Please type or print firmly using a ball point pen. Any person applying for the use of City property on behalf of any society, group or organization must present satisfactory credentials to the Community Services Department representative in charge of permits, prior to the filing of such applications.

Date of Application: _____ E-Mail Address: _____

1. Name of Representative: _____ Hm. Phone: _____ Cell Phone: _____

Address: _____ City: _____ Zip Code: _____

2. Name of Bride: _____

Phone: _____ E-Mail Address: _____

3. Name of Groom: _____

Phone: _____ E-Mail Address: _____

4. Date Requested: _____ Day of Week: _____

5. Set-Up Start Time: _____ A.M./P.M. Ceremony Start Time: _____ AM/PM Ending Time: _____ A.M./P.M.

Total Number of Hours: _____ (May not exceed 4 hours)

6. Type of Ceremony: _____ Estimated Attendance: _____

7. Will chairs be delivered? ☐ Yes ☐ No If yes, please indicate quantity: _____ (80 maximum)

8. Will any other props or furniture be used? ☐ Yes ☐ No If yes, please give details: _____

9. Group is responsible for set-up and clean up, observing all facility Rules and Regulations (see reverse side of this form), and for maintaining an acceptable standard of behavior; failure to do so may result in partial/full loss of security deposit. *Please initial here:* _____

10. Signature of Person Requesting Reservation: _____

FOR OFFICE USE ONLY

FEES		OTHER	
Facility Use Fee	\$ _____	Date Paid: _____	_____
Refundable Deposit	\$ _____	Check # _____	_____
Other _____	\$ _____	Receipt # _____	_____
TOTAL FEES	\$ _____	Fee Rate: _____	_____
		<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	_____

The above application ☐ IS ☐ IS NOT granted
John Jones, Community Services Director

By: _____ Date: _____

GENERAL POLICY

Facility use agreements are issued in accordance with the policies established by the City Council and the Parks and Recreation Commission. All reservation forms must be completed and signed and all fees and deposits paid before reservation requests can be considered for approval.

GENERAL INFORMATION

Permits may be revoked if there is a conflict with Department use. The Department will attempt to give timely notice of such a conflict. Permits may be revoked and/or denied in the future if there is any abuse to City buildings, facilities, or equipment, or if there is any violation of the Torrance Municipal Code. If it is necessary for the applicant to cancel a reservation, notify the Community Services Department a minimum of 48 hours prior to the reservation date. Twenty percent (20%) of the reservation fee will be retained on all cancellations initiated by the user. City personnel are entitled to enter any facility at any time.

PROHIBITED IN OR ON PARK FACILITIES ARE:

1. Consumption of alcoholic beverages (TMC 49.2.6)
2. Use of tacks, nails, screws, etc.
3. Model airplanes, cars, and boats
4. Golf
5. Overnight camping (TMC 61.6.31).
6. Dogs without leashes (TMC 41.1.5).
7. Fireworks

PROHIBITED UNLESS A SPECIFIC PERMIT HAS BEEN GRANTED BY THE DIRECTOR:

1. Youth group overnight camping.
2. Advertisements, petitions, or solicitations.
3. Electric-amplifying equipment or other sound-amplifying equipment.
4. Parking and driving of cars on park grounds other than parking lots.

AS A CONDITION OF THIS RESERVATION, ALL INDIVIDUALS AND GROUPS AGREE TO:

- Be responsible for care and protection of equipment and property, leaving them in a clean, undamaged condition. The applicant agrees to reimburse the Department for any equipment or supplies damaged or lost.
- Be responsible for the behavior of all group members.
- Provide one (1) responsible adult for each ten (10) children as supervision for any activity involving minors.
- Use the facilities at their own risk and not hold the City of Torrance responsible in the event of loss, damage or injury.
- Observe all Department rules and regulations in addition to those listed on this permit.
- Vacate the facility at the close of the reservation period.